

# **CITY OF CHULA VISTA**

## ***Communications Internship***

### **Volunteer Position**

#### **THE POSITION**

The City of Chula Vista Office of Communications is currently accepting volunteer applications for the position of **Communications Internship**. This position is an ideal opportunity for an individual interested in public relations and special event planning.

#### **DUTIES**

This position will assist with coordinating City related task for special events that are held within the City and other Office of Communications related task.

#### **WORK HOURS**

Selected applicant may set own hours within 8:00 A.M. – 5:00 P.M. time frame. The internship should be available usually up to 20-hours per week or as required by the college's internship program.

#### **DESIRABLE QUALIFICATIONS**

Selected applicant must be currently enrolled in or have recently completed a degree or certificate program in a related field of Communications, Public Relations, Public Administration, Journalism, English or related field. Previous work experience is not required, however experience in special event/meeting planning is highly desirable.

Selected applicant must have computer skills. Ability to write clearly and concisely is essential. Ability to speak well and present ideas clearly and effectively; ability to follow oral and written instructions; ability to maintain effective working relationships with others; and the ability to coordinate multiple activities will be required.

**ESSENTIAL DUTIES:** Must possess the ability to sit, stand and move around. Sufficient vision to read typical business documents and sufficient vocal auditory ability to interact with others.

**HOW TO APPLY.** The chosen applicant will need to complete the City's [Volunteer Application](#) prior to commencing work. Please send a resume and a writing sample by e-mail or mail to:

Bobbi Bennett  
Human Resources  
City of Chula Vista  
276 Fourth Avenue  
Chula Vista, CA 91910  
E-mail resume to: [bbennett@ci.chula-vista.ca.us](mailto:bbennett@ci.chula-vista.ca.us)